

PURCHASING MANAGER, PROCUREMENT & PLANNING

DEFINITION:

Under administrative direction, to plan, direct, organize and coordinate purchasing activities in the Purchasing and Contracting Department, relating to the procurement of goods and services required for the operations of county departments; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position, unclassified management class allocated only to the Department of Purchasing and Contracting. The incumbent reports to the Deputy Director, Purchasing and Contracting, and is responsible for administering purchasing activities including procurement planning, solicitation and evaluation of offers and bids, and for formulating county-wide procurement policies.

EXAMPLES OF DUTIES:

Plans, directs, organizes and coordinates the Purchasing Section activities countywide pertaining to the procurement of goods and services for county departments; formulates and implements procurement policies and procedures; provides technical consultation to the CAO and county departments on procurement planning, solicitation, and administration of contracts and purchase orders; gives presentations to departments, industry, and other organizations on purchasing issues; acts as liaison between the county and private industry concerning purchasing activities; prepares correspondence and reports; develops and maintains procurement procedures and source lists for the Minority and Women Business Enterprise (MWBE); provides support to user departments in monitoring the performance of contractors; identifies operational problems and formulates appropriate solutions; deals with vendors, county staff, industry, and other public agencies on purchasing activities; assists in developing and administering the automated purchasing system; and supervises subordinate staff.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Federal and state procurement laws and regulations, contract law, uniform commercial code and other laws and regulation pertaining to procurement.
- Procurement principles and practices.
- Legislation and regulations pertaining to Minority and Women Business Enterprise contract compliance.
- Procurement policy and procedure development and implementation.
- Principles and techniques of supervision and training.
- Cost accounting principles and practices.
- The General Management System in principle and in practice.
- Application of automated systems used for procurement activities.

Skills and Abilities to:

- Plan, direct, organize and coordinate the activities of the purchasing section.

- Formulate and implement procurement policies and procedures.
- Identify and resolve operational problems.
- Provide technical consultation to County departments on procurement issues.
- Prepare correspondence and reports.
- Establish and maintain effective relationships with vendors, county staff, industry and other organizations.

Skills and Abilities to:

- Develop automated procurement programs and reports.
- Conduct training seminars and give presentations on procurement activities and procedures.
- Supervise, assign and evaluate the work of subordinate staff.

EDUCATION/EXPERIENCE:

Education, training and/or experience, which clearly demonstrate the possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in business administration, or a related field with an emphasis in contract management; AND, four (4) years of experience administering procurement activities in a large public agency. Experience must include supervising subordinate staff, awarding contracts to private industry through formal bidding or negotiation, and administering purchase orders and contracts. Possession of a master's degree in business administration, public administration or a related field is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.